



POSITION DESCRIPTION – OPERATOR 1

Position Title: Operator 1
Dept./Division: Utilities
Employment Status: Full-Time
Reports To: Utilities Director / Village Administrator
FLSA Status: Non-Exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. This includes:

1. High School Diploma or general education degree (GED).
2. Training and / experience which evidences knowledge of water and wastewater treatment plant operations. But not required.
3. Water Supply License I and/or Wastewater License I (or ability to obtain within one year of hiring)
4. Preferred at least one (1) year of experience with Water or Wastewater Treatment plant operations. But not required.
5. Commercial Driver's License (CDL) with a Class B endorsement (must be acquired within 1-year of hiring).
6. Ability to pass a pre-employment drug screen test and background check.
7. Valid Ohio driver's license.

GENERAL DESCRIPTION:

Under general direction of the Utilities Director and Water and Wastewater Supervisors, is the backup manager of the water and/or wastewater plant and infrastructure operations for the Village. Also assists in operating and monitoring the sewer treatment plant; collects water samples and performs basic chemical tests; inspects sewer plant processes and pump stations to ensure equipment is in working order. This position has responsibility to ensure permit compliance and timely reporting to the Ohio EPA and other regulatory agencies.

REPRESENTATIVE LIST OF RESPONSIBILITIES:

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.



Responsibilities:

- Generally, supports the management of the water and wastewater treatment plants and keeps them compliant, functional, and up to date.
- Inspects treatment plant processes to ensure the proper and efficient operation of all equipment (e.g., reads gauges and meters, records data, changes charts, etc.).
- Takes samples, performs laboratory tests on wastewater, and monitors chemical feeds.
- Maintains equipment (e.g., lubricates moving parts, adjusts and changes packing, cleans bar screens, cleans and replaces filters, etc.), makes minor equipment repairs, and reports major mechanical repairs to appropriate personnel.
- Supports the Water and Wastewater Supervisor with reports and construction, maintenance, and repair assignments.
- Supports the Wastewater Supervisor with the wastewater collection system and storm sewer construction, maintenance, and repair assignments.
- Performs routine building and ground maintenance tasks (e.g., mows grass, cleans and unclogs drains, sweeps and mops floors, picks up refuse, disposes of trash, etc.).
- Maintains test results and maintenance records for EPA compliance.
- Prepares daily and monthly operational reports for the treatment facility.
- Operates and monitors treatment plant and related facilities in accordance with established operating procedures.
- Inspects plant to ensure the plant and equipment continuously operates in accordance with established standards.
- Observes meters, gauges, and dials and records readings.
- Regulates chemical feeds, starts and stops pumps, motors, and other equipment.
- Adjusts valves and regulates equipment to maintain maximum efficiency.
- Services and performs preventive maintenance (e.g., cleans and adjusts equipment, makes minor repairs, lubricates parts, changes packing, cleans filters, paints equipment, replaces belts, etc.), and reports major mechanical failures to appropriate personnel.
- Draws samples and performs chemical, bacteria, and/or biological testing and analysis; prepares samples and chain of custody form for outside laboratory testing.
- Prepares and maintains records related to plant operation and activities (e.g., addition of chemicals, gallons processed, test results, etc.).
- Performs distribution system construction, maintenance and repair assignments.
- Helps the Utilities Director and Water and Wastewater Supervisors complete all necessary meter readings for the monthly billing.
- OUPS Utility Locates
- Turn off Notices
- Manhole Cover Checks / Preventative Maintenance Programs
- Flushing Hydrants annually
- Other Preventative Maintenance programs such as opening and closing valves, etc.



Other Responsibilities:

- Building Maintenance of all Utilities buildings, and grounds maintenance of all Utility Department properties.
- Works as and with the Public Works Department to complete tasks as assigned by the Village Administrator.
- Performs a variety of semi-skilled labor tasks (solid waste collection, recyclable collection, street repairs, street signs and markers, snow / ice removal, refuse collection and disposal, leaf / tree removal, sewer line and catch basin repair, etc.) whenever necessary or if staffing is not available to complete these tasks by the Public Works Employees.
- Performs a variety of skilled labor tasks (landscaping, painting, etc.)
- Operates equipment (e.g. dump truck, front-end loader, backhoe, etc.)
- Other Duties as Assigned by the Village Administrator.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

Mower(s), tractor, pick-up truck, sludge injector, backhoe, weed trimmer, digger derrick truck, Truck Crane, air compressor, tow motor, sewer jet cleaner, grader, roller, leaf machine, brush wood chipper, cardboard baler, power tools, computer, two-way-radio, scada systems, computer systems.



JOB DESCRIPTION AND WORKER CHARACTERISTICS:

Position: Operator 1

JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101.

- A. Informs superiors of supplies, parts, and equipment that needs to be ordered; assists in soliciting quotes of these materials.
- B. Operates and monitors treatment plant and related facilities in accordance with established operating procedures.
- C. Inspects plants to ensure the plant and equipment continuously operates in accordance with established standards.
- D. Observes meters, gauges, and dials and records readings.
- E. Regulates chemical feeds, starts and stops pumps, motors, and other equipment.
- F. Adjusts valves and regulates equipment to maintain maximum efficiency.
- G. Services and performs preventive maintenance (e.g., cleans and adjusts equipment, makes minor repairs, lubricates parts, changes packing, cleans filters, paints equipment, replaces belts, etc.), and reports major mechanical failures to appropriate personnel.
- H. Draws samples and performs chemical, bacteria, and/or biological testing and analysis; prepares samples and chain of custody form for outside laboratory testing.
- I. Prepares and maintains records related to plant operation and activities (e.g., addition of chemicals, gallons processed, test results, etc.).
- J. Performs water distribution system construction, maintenance and repair assignments.
- K. Lifts up to one hundred (100) pounds a distance of thirty (30) yards.
- L. Follows all Village safety practices and procedures.
- M. Attends safety meetings and seminars.



- N. Subject to being on call twenty-four (24) hours a day, seven (7) days a week.
- O. Maintains required licenses and/or certificates.
- P. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- A. Assists utility and public works crews in emergency situations.
- B. Maintains all required licenses and/or certificates.
- C. Attends workshops or seminars related to duties performed.
- D. Demonstrates and maintains satisfactory public relations.
- E. Assists other Village departments and employees in performing their duties.
- F. Performs other duties as assigned by the Wastewater and Water Supervisor, Utilities Director and Village Administrator.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of, or the ability to gain knowledge of: Village policies and procedures; departmental policies and procedures; supervisory principles and practices; manpower planning; light to heavy equipment; snow and ice removal and control techniques; road construction, maintenance, and repair; electrical installation, maintenance and repair; water meter reading and the importance in relation to billing and subsequent income to the Village; water treatment regulations; water distribution principles and practices; water distribution systems construction, maintenance, and repair; wastewater treatment regulations; sewer construction, maintenance and repair; refuse collection; sanitary practices; utility construction, maintenance and repair; public relations; discipline; grievances; sewer and water line blueprints; OSHA regulations; customer service procedures.

Skill in: Operation of aerial bucket truck, digger derrick truck, crane truck, trencher, power tools, dump truck, backhoe, snow plow, front-end-loader, forklift and two-way radio; supervising personnel; computer operations.

Ability to: Interpret policies and procedures; supervise; schedule employee work; operate light and heavy equipment; have physical endurance for extended periods of time; communicate effectively; maintain and repair Village facilities and equipment; work in adverse weather conditions; cooperate with co-workers on group projects; follow basic instructions; lift and move up to 100 pounds a distance of 30 yards; work safely; exhibit and maintain satisfactory work ethics and public relations.



POSITIONS DIRECTLY SUPERVISED:

- None

EQUAL OPPORTUNITY EMPLOYER:

As an Equal Employment Opportunity (EEO) employer, the Village will conduct its staffing activities: selection, promotion, demotion, transfer, training and separation, in accordance with established federal, state and local EEO laws and regulations as they affect the Village.